



Employee Services Division

Office of Oceanic and
Atmospheric Research (OAR)

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"The price of success is hard work, dedication to the job at hand, and the determination that whether we win or lose, we have applied the best of ourselves to the task at hand."

IMPORTANT REMINDERS

01. Click [here](#) for ePar form

02. Monthly HR Liaison Meeting – 5/5/2021 @ 2pm

03. Enterprise Services – Helpful [SOPS](#)

CAPS PERFORMANCE MANAGEMENT

REMINDER: All mid-cycle progress reviews must be completed by **Friday, April 30, 2021**. For employees that joined after **December 30, 2020**, progress reviews may be delayed for Supervisors to observe performance for at least 120 days. For more information on conducting a progress review, please review the [NOAA Fact Sheet on Conducting a Progress Review](#).

SES and ST PERFORMANCE MANAGEMENT

REMINDER: All mid-cycle progress reviews must be completed, with plans signed and uploaded by **Friday, April 23, 2021**. Each executive now has a personal Google Drive housing performance documents. Please upload all documents to the drive for access to most current versions.

AWARDS

- The Bronze Medal and Distinguished Career Awards submission deadline is **5/3/21**. Please click [here](#) to access the Bronze Medal nomination form. Please click [here](#) to access the Distinguished Career nomination form.
- **DO NOT** send nominations as a Google Docs or PDF. They will not be accepted and can result in being disqualified. Only submit nominations in **MS Word**. Nominations should be submitted to oar.awards@noaa.gov.
- The Women of Color (WOC) Awards submission deadline is **4/30/21** and **5/15/21**. Please submit your application to oar.awards@noaa.gov. The nomination form can be found here: [WOC Nomination form](#).
 - WOC Professional Awards – **April 30, 2021**
 - WOC Technology All-Star Award – **May 15, 2021**
 - WOC Technology Rising Star – **May 15, 2021**

[EMPLOYEE SERVICES DIVISION](#)

Director – Andrea Arnold

Employee Recruitment & Strategy Team

Tim Ash Scott
Elizabeth Haefeli
Victor Villones



TIME AND ATTENDANCE

This is a friendly reminder to please have all time/attendance requests entered into WebTA and validate your timecard by 5:00 pm on the 2nd Friday of every pay period. Please visit the [HUB Coronavirus](#) info portal for links to additional official guidance from OPM.

Employee Development & Recognition Team

SheRee Lee
Keeli Otto
Antoninette Griffin
Camille Henry

TRANSIT SUBSIDY

Participants are encouraged to review their TRANServe application to ensure that their information is accurate. If any information (e.g. supervisor's name) is incorrect, participants should submit an updated application.

For guidance on using the transit subsidy program during COVID-19, please refer to [this link](#). Individuals who are in maximum telework status should stop recurring payments.

SUPERVISOR CORNER

Management Skills for New Supervisors (MSNS):

- July 26-30, 2021 (Eastern Time)

Registration via the Commerce Learning Center ([CLC](#))

NEW EMPLOYEE CORNER

To help new employees and supervisors with the onboarding process, we have developed checklist with important information helpful to getting started in OAR.

[New Employee Information Page](#)

[New Employee Checklist](#)

[Supervisor Checklist](#)

[IT Property Forms](#)

[Group List](#)

HELPFUL LINKS

[OAR HUB](#)

[Enterprise Services](#)

[Commerce Learning Center](#)

[NSDesk Self-Service](#)

[Detail Opportunity Submission Form](#)

[Open OAR Detail Opportunities](#)

[ePAR Instructions](#)

OAR LEARNING

We're excited to announce that we are approaching the kickoff of our Soar into Summer Series! Please register using this [link](#).

Training Dates:

- 5/18 @ 2:00 PM: Introduction to the Hiring Process
- 5/20 @ 2:00 PM: Merit System Principles and Prohibited Personnel Practices
- 5/25 @ 2:00 PM: CAPS Classification
- 5/27 @ 2:00 PM: RADS Step-by-Step
- 6/8 @ 2:00 PM: Recruitment Strategies
- 6/10 @ 2:00 PM: Compensation & Incentive
- 6/15 @ 2:00 PM: Vacancy Announcements (Job Analysis & Specialized Experienced)
- 6/17 @ 2:00 PM: Selection Process
- 6/22 @ 2:00 PM: Security & Onboarding
- 6/24 @ 2:00 PM: Summary and Q&A



OAR JOB ANNOUNCEMENT

REMINDER: Please forward all job announcements to HQ Personnel box for OAR distribution at oar.hq.personnel.actions@noaa.gov.

HR OPERATIONS

- [Telework Suitability Tool \(Supervisor Tool\)](#): The Telework Suitability Tool is designed as part of a two pronged approach following many questions from employees regarding telework, remote work, and flexible work schedules. OAR is requesting a completion date of **COB, Thursday, May 6, 2021** in order to grant time for DAA review.
- Completing the Telework Suitability Form tool is the first step to better understand a hybrid approach to work, which includes a greater usage of workplace flexibilities when compared to before the start of the pandemic. For this effort, managers and supervisors are asked to determine the suitability of positions to complete work and functional tasks while teleworking and/or remote working.
- [NOAA's Goal](#): To maximize usage of these workplace flexibilities in the future to offer our employees more flexibility and to continue to compete with other agencies for the talent we need to accomplish our mission.